

RECREATION PROGRAM SUPERVISOR

FLSA Code: E

Job Code: 5115

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional and administrative work planning, managing and operating youth sports, community facilities and assigned or general recreation programs; does related work as required. Work is performed under the general supervision of the Recreation and Parks Director. Supervision is exercised over assigned program staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and supervising recreational and sports programs and activities for citizens of all ages; securing, supervising and training program personnel; preparing and maintaining budgets, records and files.

Plans, organizes, supervises and evaluates youth sports, special events, recreation programs and center activities for all segments, groups and ages of the community;
Programs and manages programs at multiple sites;
Prepares and submits budget materials and monitors expenditures;
Provides for the training and development of personnel; supervises custodial staff;
Participates in interviews and hiring of seasonal and full-time recreation positions;
Represents the facility or activity; interprets and announces programs and to the news media and public and private groups;
Recommends requests for supplies and materials;
Prepares reports on assigned activities; prepares promotional materials such as brochures, ads, etc. for activities;
Coordinates activities with other departments and agencies for specific programs;
Responds to citizen and agency requests for information on departmental activities;
Coordinates activities of program personnel; prepares brochures and promotional materials for activities;
Evaluates personnel performance and recommends necessary personnel actions;
Prepares bid specifications relating to programs; oversees and coordinates custodial staff for building maintenance;
Supervises full-time, part-time and temporary personnel;
Coordinates use of athletic fields and facilities, gymnasium and other department facilities;
Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation, administration or related field and considerable professional experience in sports management and community recreation programs; possession of CLP certification; thorough knowledge of the philosophies, principles and practices of public recreation with specific knowledge of sports programs; thorough knowledge of the facilities and equipment needed in programs; some knowledge of computer and/or computer applications; demonstrated ability to develop and administer recreation programs suited to the needs of the community, to plan, coordinate, assign and review the activities of personnel involved in recreation programs, to establish and maintain effective working relationships with city officials, associates, social organizations and the general public and to prepare and maintain detailed records and reports. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or

changed at any time at the discretion of management.